

Perform "test payroll"

Table of Contents

Perform "test payroll" i

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Log on to the next year pay frequency.

Payroll > Utilities > Pre-Edit Payroll Data

Run this utility to perform what could be called a “test payroll” for employees that meet the selected parameters.

It is a partial run of calculations and it does not use transmittals or leave files. This utility can be run in either the current year or next year.

An unprocessed pay date is required to be entered. If there are no unprocessed pay dates in the Pay Dates table, enter a pay date for the next month. For example, August payroll has been processed and pay dates for the new school year have not been entered yet.

Note: This utility should be run prior to creating your budget extract or before copying the next year to the current year. This utility creates a report that displays errors on each employee. The report is sorted by employee number order and provides error messages that are easy to understand so that corrections can be made prior to extracting for budget. Remember, if changes are made to the employee records, calculations need to be run again.